

Funding Guidelines

North Carolina Bioterrorism Preparedness Grant

FFY 2005-2006

In 2002 the North Carolina Office of Emergency Medical Services (NCOEMS), under Phase II of the HRSA federal Bioterrorism Preparedness Grant, was directed to develop a “Statewide Needs Assessment” and regional Disaster Response Plans. The 2003-2004 funding focused on equipment and education. The 2005-2006 funding continues to support the original goals. Critical areas continue to be Isolation, Decontamination, Education, Communications, and Surge Capacity.

Overview

The 2005-2006 HRSA grant application has been simplified for ease of submission. There are no priority areas this year as it is expected that hospitals and EMS systems work to meet the minimal levels of readiness as listed in each critical benchmark. The following steps must be completed for the 2005-2006 grant application.

- ◆ *Step 1-Complete the online survey.*
- ◆ *Step 2-Utilizing your survey results, decide from which Critical Benchmarks (CBMs) you will expend funds.*
- ◆ *Step 3-Complete the Budget Narrative for each of the CBMs you select.*
- ◆ *Step 4-Complete one Composite Budget form to include totals of each CBM.*
- ◆ *Step 5-Send an electronic copy of the completed application to your BT Specialist for review.*

Regional BT Specialists

Lyle Johnston Eastern Regional BT Specialist Eastern Regional EMS Office 404 St. Andrews Street Greenville, NC 27834 Lyle.johnston@ncmail.net (252) 355-9026	Ann Marie Brown Central Regional BT Specialist Central Regional EMS Office 2717 Mail Service Center Raleigh, NC 27699-2717 Annmarie.brown@ncmail.net (919) 715-2321 ext. 208	Anita Cox Western Regional BT Specialist Western Regional EMS Office 932 Old 70 Hwy West – Bldg. 14 Black Mountain, NC 28711 Anita.cox@ncmail.net (828) 669-3381
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- ◆ *Step 6-Upon receiving electronic approval from your BT Specialist, complete, sign, and date the Certification and Acceptance document, applicable Federal Certifications, and if applicable, include your 501 (c) (3) IRS federal tax exempt letter. In addition, if grantee is non-governmental, include a notarized State Grant Certification – No Overdue Tax Debts on Grantee’s letterhead and notarized Conflict of Interest Policy document with grantee’s Policy.*
 - *Electronic approval is not an approval to expend funds. No funds should be expended until a Notification of Award is received by the grantee.*
- ◆ *Step 7- Mail TWO originals of the complete package with signatures to:*

NCOEMS
Attn: Jeanette Lee
2707 Mail Service Center
Raleigh, NC 27699-2707

Requirements to Receive FFY 2005 - 2006 HRSA Funds

The FFY 2005-2006 HRSA Grant funds can only be utilized by hospitals participating in the North Carolina Hospital Status System (bed tracking system) and by EMS Systems participating in PreMIS daily unless otherwise noted by NCOEMS.

Hospitals and EMS Systems must participate in a minimum of 50% of their RAC Disaster Preparedness Committee Meetings to be eligible for funding.

Required Information Section

All paperwork must be completed and TWO original grant packages received by NCOEMS before consideration will be given. Any incomplete application, which would include the absence of an original signed Certification and Acceptance document, applicable Federal Certifications, and if applicable, the 501 (c) (3) IRS federal tax exempt letter, a notarized State Grant Certification – No Overdue Tax Debts on Grantee’s letterhead, and notarized Conflict of Interest Policy document with grantee’s Policy will be returned to the applicant for resubmission.

What should be in the packet?

- ♦ *TWO Completed Grant Applications with ORIGINAL signatures*
- ♦ *Vendor Electronic Payment Form (if applicable)*
- ♦ *Federal Tax Exempt Letter (if applicable)*

** If contact information (contact name, email address, etc.) submitted on application changes during the grant cycle, NCOEMS must be notified of the change in writing.*

Application Deadline and Award Process

All applications must be submitted to the NCOEMS electronically no later than December 31, 2005. Final paper copies with original signatures must be received by NCOEMS by January 31, 2006. Early applications will be accepted and processed to allow for expenditure of grant funds at an earlier date. Remember applicants must submit TWO copies of the application. The NCOEMS will review all completed applications and notify each applicant with a letter of award including a fully executed Certification and Acceptance document. At that point funds will be available to be expended. Projects CANNOT begin until the grant contract is fully executed and returned to the applicant. Grant applications not approved will be returned with suggested modifications. The applicant will be asked to resubmit a revised application to the NCOEMS.

Duration of Grants/Reporting Periods

All grant contracts will expire on August 31, 2006. At this time, no extension is anticipated.

During the term of the contract grantees must submit quarterly progress reports even if no activity has taken place. These reports can be submitted with the drawdown process. All expenditures must be completed by August 31, 2006. A final narrative, financial report, and all final invoices must be submitted to the NCOEMS by September 30, 2006.